

STATE AND CONSUMER SERVICES AGENCY
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
JOB OPPORTUNITY BULLETIN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX,
MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

UNIT: Elk Grove – Business Services **(FREE PARKING)**

CLASSIFICATION: Associate Business Management Analyst (Will also consider Staff Services Analyst for recruitment purposes)

SALARY: \$4255 - \$5172

FINAL FILING DATE: February 7, 2007

DUTIES: Under the supervision of the Deputy Director, Management and Budget, the incumbent is responsible for independently performing analytical business services work in a variety of functions, including the more difficult and complex business services activities. Duties include, but are not limited to: Facilities Planning/Acquisition and Building Management – Provide analytical and office space planning and design support for the Department's headquarters and district office locations. Coordinate office moves, renovations, etc. Procurement – Review and analyze all procurement requests for goods and services; determine the most appropriate source and method of procurement; initiate purchase estimates, purchase orders, and service orders; coordinate approval for special items; and maintain purchase records and logs. Contracting – Initiate, analyze, prepare, and execute contracts in accordance with State contracting rules and regulations, which includes writing contract specifications, developing bid packages, soliciting bids, awarding contracts, developing contract language, administering contracts, maintaining contract logs, and preparing various contracting reports. Special Projects/Policy Development/Reporting – Analyze, initiate, and prepare Administrative Reports as assigned by the Deputy Director, Management and Budget, and annual reports as mandated by the State Administrative Manual, the State Contracting Manual, and the Purchasing Authority Manual. Telecommunications – Serve as back-up analyst over the Department's telecommunications functions. Maintain the Department's PBX telephone systems and stand-alone telephone equipment, which includes conducting analysis and research, problem and solutions identification, developing and implementing recommendations as appropriate and executing contracts to secure needed services. Support Services – Assist in providing complete mailroom services that include receiving and distributing Interagency mail, U.S. Postal mail and special deliveries; and prepare and post outgoing mail.

DESIRABLE QUALIFICATIONS: Integrity, initiative, tact, dependability, good judgment, and ability to work independently and cooperatively. Ability to operate a computer and knowledge of Excel and Word software programs.

WHO SHOULD APPLY: Applicants must be a current or former State employee with transfer or reinstatement eligibility for the classification indicated, or be reachable on a current employment list for the classification. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. Applicants will be screened and those best qualified will be interviewed.

SEND COMPLETED STATE APPLICATION (STD 678) TO:

Department of Fair Employment and Housing
ATTN: Personnel Office
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758

(916) 478-7229
TTY (800) 700-2320

Issue Date: 01/18/07
RPA #: 083